

JOB POSTING - City of Warsaw

An Equal Opportunity Employer

Posting Closing Date: 05/27/2016, or until filled

Date Posted: 05/02/2016

POSITION: Code Enforcement Officer
Work Schedule: 8:00 a.m. – 4:00 p.m. M-F
Category: PAT (35-hr work week)

Department: Building & Planning
Status: Full Time, Non-Exempt
Projected Hourly Wage: \$17.00- \$21.00

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process, and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Warsaw provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

GENERAL STATEMENT OF POSITION: Incumbent serves as **Code Enforcement Officer** for the Building and Planning Department, responsible for enforcing the City of Warsaw's code enforcement regulations and ordinances including but not limited to weeds and high grass, unsanitary conditions, junk vehicles, public nuisance, or other matters of public concern in undeveloped and developed properties and vacant structures for the purpose of identifying and documenting City code and ordinance violations; preparing notices of violation and working proactively with property owners to achieve ordinance compliance; preparing case files and providing municipal court testimony regarding code and ordinance violations and enforcement of the regulations.

ESSENTIAL FUNCTIONS: Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary. Prepare evidence in support of legal actions taken by the city; appear in court as necessary; testify at hearings and in court proceedings as required. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs. Prepare a variety of written reports, memos, and correspondence related to enforcement activities. Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations. Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress. Attend meetings and serve as a resource to other city departments and general public for enforcement regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints; cameras and video equipment to document violations. May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues. Perform other such duties as may be assigned.

SKILLS AND KNOWLEDGES AND JOB REQUIREMENTS: High school diploma or GED, and knowledge and experience working in code enforcement. Baccalaureate Degree preferred or comparable years in field. Thorough knowledge of and ability to explain, interpret and apply code enforcement and procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations. Effective public relations practices; enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency; respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner; and investigate complaints and mediate resolutions in a timely and tactful manner. Ability to prepare various documents and reports, and maintain accurate records as required. Ability to effectively communicate orally and in writing with co-workers, various boards/commissions / agencies, property owners, building contractors and developers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to maintain confidentiality of certain department and City records and activities as required. Ability to occasionally work extended and/or evening hours, and occasionally travel out of town and overnight. Ability to understand and follow oral instructions, and work with others in a team environment, including supervising work crews as assigned. Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, and apply OSHA / INSAFE regulations applicable to work performed, drug-free workplace, and personal conduct.

PHYSICAL EFFORT/WORK ENVIRONMENT: Incumbent performs inspections indoors and outdoors, involving driving to/from inspection sites, standing/walking on uneven terrain, climbing ladders, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, reaching, bending, and exposure to inclement weather conditions, traffic and normal hazards associated with code violation or construction sites. Safety precautions must be followed at all times to avoid injury to self and others.

LICENSE / CERTIFICATION NEEDED: Possession of current valid Indiana Driver's License, with ability to insured at a reasonable rate with demonstrated safe driving record. Must pass a pre-employment drug and or alcohol test and adhere to policy.